

SSA 66-2015
SSA/DAIS**DISPATCH**~~SECRET~~

PROCESSING ACTION

| | | | |
|------------------------------|----------------------------------|---|---|
| TO | Chiefs of Station and Base | X | MARKED FOR INDEXING |
| INFO. | | | NO INDEXING REQUIRED |
| FROM | Chief, [REDACTED] | | ONLY QUALIFIED DESK CAN JUDGE INDEXING |
| SUBJECT | Reduction in [REDACTED] Overtime | | MICROFILM |
| ACTION REQUIRED - REFERENCES | | | SSA REGISTRY FILE <i>Dissim</i> -1 |

1. It is essential that overtime work by [REDACTED] personnel be strictly controlled and reduced since [REDACTED] funds for overtime during FY 1967 have been curtailed below the level of actual expenditure during FY 1966. You are requested therefore to review workload and overtime requirements imposed by station or base traffic and ensure that the bulk of traffic is handled only during regularly scheduled duty hours. In some instances adjustment of scheduled hours may permit elimination of overtime. In others the processing of routine traffic which would require overtime duty might be deferred until the next day.

[REDACTED]

3. The above considerations apply also to [REDACTED] and other special activities. Chiefs of stations and bases where such activities exist should regularly review operational requirements and make coverage adjustments so that overtime is eliminated or reduced to the very minimum.

[REDACTED]

25X1A2e

Coordinated by:
C/DDP/PC
C/OSER

| | | | |
|--|---|--|---------------------|
| CROSS REFERENCE TO | GROUP 1 Excluded from automatic downgrading and declassification | DISPATCH SYMBOL AND NUMBER [REDACTED] | DATE 27 DEC 1966 |
| Approved For Release 2001/05/17 : CIA-RDP79-00639A000100090004-0 | | CLASSIFICATION SECRET | HQS FILE NUMBER |

12-7-66

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SECRET

D R A F T

Book Dispatch to All Chiefs of Station and Chiefs of Base

25X1A2g Subject: Reduction in [REDACTED] Overtime

25X1A2g 1. It is essential that the requirements ~~from~~^{for} [REDACTED] personnel
for overtime work be strictly controlled and reduced during Fiscal Year 1967.

25X1A2g [REDACTED] funds for overtime have been curtailed below the level of actual ex-
penditure during Fiscal Year 1966 indicating the necessity for positive controls.
Addressees should review workload and overtime requirements imposed by
Station and Base traffic and should insure that the bulk of traffic is handled only
during regularly scheduled duty hours. In some instances adjustment of
scheduled hours may permit elimination of overtime. In others the processing
of routine traffic might be deferred rather than requiring overtime duty.

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25X1A2g
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[REDACTED]

25X1A2g 3. The above basic [REDACTED] overtime considerations apply to

25X1A2g [REDACTED] and other special activities. Chiefs of Station and Bases where such
activities exist should regularly review operational requirements and make
coverage adjustments so that overtime is eliminated or reduced to the barest
minimum.

[REDACTED] 25X1A2e

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DRAFT

Book Dispatch to: Chiefs of Station and Base

25X1A2g

Subject : Reduction in [REDACTED] Overtime

25X1A2g

1. It is essential that overtime work by [REDACTED] personnel be strictly controlled and reduced since [REDACTED] funds for overtime during FY 1967 have been curtailed below the level of actual expenditure during FY 1966. You are requested therefore to review workload and overtime requirements imposed by station or base traffic and ensure that the bulk of traffic is handled only during regularly scheduled duty hours. In some instances adjustment of scheduled hours may permit elimination of overtime. In others the processing of routine traffic which would require overtime duty might be deferred until the next day.

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3. The above considerations apply also to [REDACTED] and other special activities. Chiefs of Stations and Bases where such activities exist should regularly review operational requirements and make coverage adjustments so that overtime is eliminated or reduced to the very minimum.

[REDACTED] 25X1A2e

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